

MINUTES OF THE READING HOUSING AUTHORITY

The Regular Meeting of the Reading Housing Authority for the month of March was held at William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, Pennsylvania, on March 22, 2016.

Members of the staff attending were as follows: Mr. Daniel F. Luckey, Executive Director; Mrs. Stacey J. Keppen, Deputy Executive Director; Mr. David C. Talarico, Maintenance Superintendent; Mrs. Theresa Reustle, Comptroller; Mr. George F. Eisenhauer, Purchasing Agent; Ms. Gloria J. Guard, Property Manager; Mr. Frederick H. Prutzman, Building Construction Inspector; Mr. John E. Knockstead, County Casework Supervisor; Mr. Josh K. Smith, Property Manager; Mrs. Leonilda Feliciano, Resident Selection Supervisor; Mrs. Yasaira Modeste, Assistant Property Manager; Mrs. Marilyn Guzman, Clerk Typist 2 and Ms. Janice M. Eickhoff, Clerk Typist 3. Attorney Edwin Stock, Solicitor for the Authority, Mr. Valdis Lacis, Reading Eagle Reporter and Mr. Frank B. Denbowski, Special Assistant to the Mayor were present.

Mr. Belinski, Chairman, called the regular meeting to order and upon roll call those present and absent was as follows:

Present: Mr. Steven E. Belinski
Mr. Walter Pawling
Ms. Tina White
Ms. Lorena Patricia Keely

Absent: Mrs. Rebecca Acosta

The Chairman announced that no one had signed the register to speak at the Board Meeting.

A motion was made by Mr. Pawling and second by Ms. White approving the minutes of the Annual Meeting and Regular Monthly meeting held February 23, 2016. The motion was carried unanimously.

A motion was made by Ms. Keely and second by Mr. Pawling approving the bills as submitted by Mrs. Reustle for the period of February 1, 2016 to February 29, 2016. The motion was carried unanimously.

The following balances in bank and on account were reported for the month of February 2016.

Fund	Restricted/Escrow	Investments	Unrestricted	Total
W-66 Public Hsg	\$3,642,284.72	\$.00	\$384,199.79	\$ 4,026,484.51
P-4628 Section 8	319,410.17	.00	0.00	319,410.17
P-15 Sylvania	91,052.50	3,616.19	2,070,822.60	2,165,491.29
River Oak Apts.	47,762.48	.00	319,640.43	367,402.91
Park Place	9,850.02	.00	.00	9,850.02
Total	\$4,110,359.89	\$ 3,616.19	\$2,774,662.82	\$6,888,638.90

A motion was made by Mr. Pawling and second by Ms. Keely that the Treasurer's Report be accepted and filed. The motion was carried unanimously.

The Executive Director submitted the following report:

COMPREHENSIVE GRANT PROJECTS

223-2014 CAPITAL FUND – We received this allocation in the amount of \$2,146,877.00. Work items include roofs at Rhodes/Eisenhower, porch renovation at Oakbrook/Glenside and the limited boiler replacement program as explained at a previous Board Meeting. We are now working on the items in this funding allocation.

224-2015 Capital Fund – Staff submitted work items for this Capital Fund allocation to HUD for their review and to input these work items into their system so we will be able to access funding. I believe this has been completed and we can begin scheduling the work.

225-2016 Capital Fund – The funding for this allocation has been awarded and it is in excess of 2.2 million dollars and we will provide a breakdown of the work items we will be funding.

OCCUPANCY RATES BY PROPERTY/PROGRAM

Public Housing

10/1/15 – 12/31/15	7/1/15 – 9/30/15	4/1/15 – 6/30/15	1/1/15 – 3/31/15	10/1/14 – 12/31/14
97.6%	98.0%	98.5%	98.9%	98.8%

Sylvania Homes

10/1/15 – 12/31/15	7/1/15 – 9/30/15	4/1/15 – 6/30/15	1/1/15 – 3/31/15	10/1/14 – 12/31/14
95.6%	94.3%	97.2%	96.9%	96.2%

River Oak Apartments

10/1/15 – 12/31/15	7/1/15 – 9/30/15	4/1/15 – 6/30/15	1/1/15 – 3/31/15	10/1/14 – 12/31/14
95.3%	96.7%	94.6%	99.3%	93.7%

UTILIZATION RATE BY PROGRAM (CY-funded)

Housing Choice Voucher (Section 8) YTD Utilization, by Number of Vouchers, As of:

3/31/15	6/30/15	9/30/15	12/31/15
80.9%	82.8%	83.3%	84.1%

Housing Choice Voucher (Section 8) YTD Utilization, by Funding, As of:

3/31/15	6/30/15	9/30/15	12/31/15
97.2%	99.7%	99.3%	99.3%

Shelter Plus Care Utilization, by Number of Vouchers

10/1/15 – 12/31/15	1/1/16 – 3/31/16	4/1/16 – 6/30/16	7/1/16 – 9/30/16
105.5%			

Shelter Plus Care Utilization to Date, by Funding

10/1/15 – 12/31/15	1/1/16 – 3/31/16	4/1/16 – 6/30/16	7/1/16 – 9/30/16
20.4%			

CHARGE-OFFs

	Net Charge-off on Vacated accounts as of 11/30/2015	7/1/15 – 9/30/15	4/1/15 – 6/30/15	XXX – 3/31/15	
Public Housing	\$12,983.00 – 10 accounts	\$35,631.39 (net) 30 accounts	\$37,462.76 (gross)	\$7,484.63 (gross)	
Sylvania Homes	\$462.92 – 1 account	\$4,855.93 (net) 6 accounts	5,433.13 (gross)	\$1,756.09 (gross)	
River Oak Apartments	\$5,839.59 – 4 accounts	\$1,986.90 (net) 1 account	737.90 (gross)	\$0	

Vacant Unit Report

	Units <u>Scheduled</u> to be leased	Units <u>Assigned</u> to by Eligible Applicant	Units for <u>Transfer</u>	<u>Unassigned</u> Units	Total Vacant Units
Public Housing					
Glenside Homes	4	1			5
Hensler Homes					
Oakbrook Homes	4	1	2		7
Franklin Tower					
Kennedy Towers	2	1			3
Rhodes Apartments			1		1
Eisenhower Apartments		1	2		3
Hubert Apartments					
TOTAL (1607)	10	4			19
Scattered Sites (2)					
Sylvania Homes (126)	3	1		7	11
River Oak Apartments (72)	1			2	3
726 North 11th Street (2)					
NSP Units (6)					
TOTAL, ALL DEVELOPMENTS (1815)	14	5	5	9	33

Waiting List Report

Bedroom Size	# on WL	# on WL with City Pref	Contacting Applicants from	Waiting Period (months)	Sylvania	River Oak	Housing Choice Voucher Program
Studio	180	113	6/2015	9–12	XX	XX	XX
1 BR – E/D	3	1	4/2014	12-24	XX	XX	XX
1 BR – Gen Occ	118	83	4/2014	12-24	27	XX	XX
2 BR – Gen Occ	176	149	4/2014	12-24	50	9	XX
3 BR – Gen Occ	168	150	4/2014	12-24	7	6	XX
4 BR – Gen Occ	28	25	4/2014	12-24	3	XX	XX
5 BR – Gen Occ	3	0	4/2014	12-24	XX	XX	With City Pref: 165
TOTAL	676	521			87	15	TOTAL: 257

RESIDENT SERVICES – Service Coordinators assisted 24 highrise residents who failed recent housekeeping inspections. Smoking cessation classes at Eisenhower & Glenside, and nutrition cooking classes at Hubert & Rhodes have been in full swing, with rotation of the classes to different buildings to begin in March. Wellness programs emphasized reading labels to help lowering blood pressure. City Wide Resident Council Officers are being assisted with plans for the 1st Annual City Wide Resident Council General meeting for all adult residents, to occur on 6/21. BCHC Outreach Coordinator conducted surveys and outreach, and met with almost 70 residents in Oakbrook.

PUBLIC HOUSING FUNDING - Preliminary estimates are showing we will receive 83% of our funding for our Operating Fund and is about the same as the last few years. The Capital Fund appears to be about the same amount as last year but do not know exactly what it will be before HUD does its alleged calculations to come up with the final funding amount. Hopefully, we will get the final numbers sooner than later.

HABITAT FOR HUMANITY (HFH) – The Habitat project to date is currently at 95% completion on the demolition of the building. The next phase will be interior framing. I will keep you up to date on this project as it moves along.

RHA PAINTING PROGRAM FOR OCCUPIED UNITS – We continue the painting program. To date, this program is going well and we are well ahead of schedule in regards to having all units painted once every ten years. I should note our painting program was not being done agency wide for all of our units. At this time we have instituted a painting program for all of the units we own and manage.

NEIGHBORHOOD STABILIZATION PROGRAM (NSP) – The City of Reading is the lead agency and RHA and Our City Reading Inc., (OCR) are partners in this project. Currently, 331 Elm Street and 460 Centre Avenue are in either occupied or in the process of being filled. However, 201 N. 3rd does not have a Certificate of Occupancy as yet and expect it to happen soon. So we are unable to fill these units until that occurs.

As mentioned before, Albert would like to have the units at 201 N. 3rd rented to Artists and we are asking him to give us the criteria to be used for selecting artist for these units. I will update you on any changes in this project.

RENTAL ASSISTANCE DEMONSTRATION (RAD) – Out of the 60,000 units HUD was interested in having participate in this program, only 11,000 units were submitted and approved nationwide. This represents just 18% of the number of units HUD wanted in the program. It fell far short and perhaps it is related to the flaws in the program funding.

There are some attractive issues for participating in this program; the major one supposedly is not being under the public housing regulations. The most unattractive issue is the lack of or uncertainty of funding and other related issues. We have not and do not plan to apply at this time. We will monitor how this program works for some agencies over the long run.

I will keep you posted on any new developments in this program. To date, there have not been any new updates on the RAD program.

YOUTHBUILD – This program is moving along and the participants are installing ceramic tile in the bathrooms at Oakbrook Homes. This will alleviate most, if not all, of our maintenance concerns with the bathroom flooring. There is a thought of starting a home health care training program with the Youth Build to be incorporated into the Federally Qualified Health Care Center we are working on and would be a great offshoot for this program and may have started.

PARK PLACE ON PENN PROJECT- We plan to advertise and or contract with a marketing firm to help us get this project underway and perhaps a realtor in addition to a marketing firm.

There has been no change in this program to date.

OAKBROOK AND GLENSIDE HOMES PATIO DESIGN – We have advertised this and we will have a Board resolution for the first phase of this project. As noted before we will only be doing a few of these at both Oakbrook and Glenside Homes and meetings were held with the residents where the patios will be installed. It was thought we would go over the plans and the designs of the units where we will be installing the patios rather than just installing them without explaining what was going to happen.

Overall the patios were well received and the planting areas that were incorporated in the design was well received and look forward to the start of this project.

MASANO CAR MALL – REDESIGN Reading has been designated as the coordinator along with Masano as of the development of the Lancaster Avenue Development area which includes but is not limited to new Masano Auto Mall and all of Lancaster Avenue from 222/422 exit all the way to Shillington. The group included RRA, RHA, RPA, City of Reading, Alvernia University, Reading Body, Masano Group, Queen City Diner with the intent to get more organizations and businesses in this areas involved in the project as they are identified.

The Group convened to discuss the implementation of streetscape and green infrastructure development in Community and to coordinate various development activities in the focused neighborhood areas into an overall development Plan. There are several critical and or important projects currently underway and/or have been completed such as the Regional Auto Showroom (scheduled to open December of 2016) and the development of The Environmental Exploration Center at Angelica Park by Berks County Conservancy and the Oakbrook Health Center (completed). Discussions are ongoing and other development partners are being identified and being invited to participate in this project.

OUTSTANDING RESIDENT AWARD – In your packet there is a summary of another Outstanding Resident award for Mr. Gary Harris from Eisenhower who has taken it upon himself to take care of the floors at building and has also taken upon himself to do the same for Rhodes Apartments For this reason staff wanted to award the Outstanding Resident Award to Mr. Harris and hope you agree with the decision. From what we have heard from the residents in the two buildings he does an excellent job and is dedicated to volunteering his time.

RHA is very fortunate to have someone who does an excellent job and contributes his time to making RHA a better place to live.

ELECTRICAL OUTAGE – We ha another electrical outage at Glenside in our 70 year old underground wiring and while the wiring is 70 years old it really is in good shape. It appears the short which caused outage was in a splice where the line goes into a vault under a building where it is connected to a transformer. All in all, some of the units at Glenside were only out for a few hours.

RHA BUDGET – We will be presenting the budget for the coming fiscal year and we have included all the items which over the past few months we have costs. This includes but is not limited to wages, health insurance and other related items covered in the budget for RHA. It will be on the agenda for discussion at the workshop.

DISPOSITION OF PROPERTY – We have a resolution for property that came from the building where the health center is and it was left by the Easter Seals and we stored it in the garage with the thought we would see if it could be used. We have since determined it was not and decided to see if Habitat could use the stuff for their “RESTORE” store. As this had no value and were just going to throw it away.

As a consequence we decided to put this on as a resolution to dispose of this property as it had no value to us and there was no scrape value other than to Habitat. Therefore, we are asking the Board to pass a resolution disposing of this property.

MEETINGS:

- Workforce Investment Board Policy and Planning Committee
- Our City Reading Meeting.

A motion was made by Ms. Keely and second by Ms. White to accept the report of the Executive Director. The motion was carried unanimously.

The following Resolution was read and considered:

RESOLUTION NO. 5869

RESOLUTION ACKNOWLEDGING A REGULAR STATUS
ASSISTANT PROPERTY MANAGER.

WHEREAS, probationary period of 180 days for Yasaira Modeste ends February 26, 2016, in accordance with the rules and regulations of the Civil Service Commission of the State of Pennsylvania.

NOW, THEREFORE, BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT Yasaira Modeste is approved as a regular status Assistant Property Manager.
2. THIS Resolution shall be effective February 27, 2016.

Mr. Pawling introduced and moved the adoption of the Resolution as read, and which motion was second by Ms. White and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Lorena Patricia Keely
Ms. Tina White
Mr. Walter Pawling
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5870

RESOLUTION APPROVING AND AUTHORIZING
THE ADOPTION OF THE CENTRAL OFFICE FUNDS OPERATING
BUDGET FOR FISCAL YEAR ENDING MARCH 31, 2017.

BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT the Central Office Funds (COCC) Operating Budget, in the amount of \$1,380,312.00 for the fiscal year ending March 31, 2017, is hereby approved and adopted.
2. THIS Resolution shall be effective April 1, 2016.

Ms. Keely introduced and moved the adoption of the Resolution as read, and which motion was second by Mr. Pawling and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Lorena Patricia Keely
Ms. Tina White
Mr. Walter Pawling
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5871

RESOLUTION APPROVING AND AUTHORIZING
THE ADOPTION OF THE HOUSING CHOICE VOUCHER OPERATING
BUDGET FOR FISCAL YEAR ENDING MARCH 31, 2017.

BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT the Housing Choice Voucher (HCV) Operating Budget, in the amount of \$461,811.00 for the fiscal year ending March 31, 2017, is hereby approved and adopted.

2. THIS Resolution shall be effective April 1, 2016.

Mr. Pawling introduced and moved the adoption of the Resolution as read, and which motion was second by Ms. Keely and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Lorena Patricia Keely
Ms. Tina White
Mr. Walter Pawling
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5872

RESOLUTION APPROVING THE FYE MARCH 31, 2017, CONTRACT W-66
OPERATING BUDGETS, SAID BUDGETS HAVING BEEN EXAMINED AND
APPROVED BY THE BOARD OF COMMISSIONERS.

WHEREAS, the Reading Housing Authority's Contract W-66 Operating Budgets' total expenditure, for Asset Management Projects (AMP's), 10-Glenside, 11-Hensler, 20-Oakbrook, 30-High Rises and 40-Scattered Sites, for the fiscal year beginning April 1, 2016, and ending March 31, 2017, shall not exceed the amount of \$11,464,148.00 have been reviewed by the Board of

Commissioners of the Reading Housing Authority.

WHEREAS, the Board of Commissioners has determined, with regard to said budget, that;

- [1] All regulatory and statutory requirements have been met;
- [2] The PHA has sufficient operating reserves to meet the working capital needs of its developments;
- [3] Proposed budget expenditures are necessary in the efficient and economical operation of the housing authority for the purpose of serving low-income residents;
- [4] The budget indicates a source of funds adequate to cover all proposed expenditures;
- [5] The calculation of eligibility for Federal funding is in accordance with the provisions of the regulations;
- [6] All proposed rental charges and expenditures will be consistent with provisions of law;
- [7] The PHA/IHA will comply with the wage rate requirements under 24 CFR 968.110(e) and (f) or 24 CFR 905.120(c) and (d);
- [8] The PHA/IHA will comply with the requirements of access to records and audits under 24 CFR 968.110(I) or 24 CFR 905.120(g);
- [9] The PHA/IHA will comply with the requirements for the re-examination of family income and composition under 24 CFR 960.209, 990.115 and 905.315; and
- [10] The PHA/IHA will comply with the requirements for certification of Housing Manager and Assisted Housing Manager positions (24 CFR 967.304 and 967.305).

THEREFORE, the Operating Budgets for AMP's, Contract W-66 for the FYE March 31, 2017, are hereby approved.

THIS Resolution shall be effective April 1, 2016.

Ms. Keely introduced and moved the adoption of the Resolution as read, and which motion was second by Ms. White and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Lorena Patricia Keely
Ms. Tina White
Mr. Walter Pawling
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5873

RESOLUTION APPROVING AND AUTHORIZING
THE ADOPTION OF THE RIVER OAK DEVELOPMENT, LLC,
OPERATING BUDGET FOR FISCAL YEAR ENDING MARCH 31, 2017.

BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT the River Oak Development, LLC, Operating Budget, in the amount of \$531,982.00 for the fiscal year ending March 31, 2017, is hereby approved and adopted.

2. THIS Resolution shall be effective April 1, 2016.

Mr. Pawling introduced and moved the adoption of the Resolution as read, and which motion was second by Ms. Keely and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Lorena Patricia Keely
Ms. Tina White
Mr. Walter Pawling
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5874

RESOLUTION APPROVING AND AUTHORIZING
THE ADOPTION OF THE SHELTER PLUS CARE OPERATING
BUDGET FOR FISCAL YEAR ENDING MARCH 31, 2017.

BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT the Shelter Plus Care (SPC) Operating Budget, in the amount of \$21,355.00 for the fiscal year ending March 31, 2017, is hereby approved and adopted.

2. THIS Resolution shall be effective April 1, 2016.

Mr. Pawling introduced and moved the adoption of the Resolution as read, and which motion was second by Ms. White and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Tina White
Mr. Walter Pawling
Mr. Steven E. Belinski

Abstained: Ms. Lorena Patricia Keely

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5875

RESOLUTION APPROVING AND AUTHORIZING
THE ADOPTION OF THE SYLVANIA HOMES OPERATING
BUDGET FOR FISCAL YEAR ENDING MARCH 31, 2017.

BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT the Sylvania Homes Operating Budget, in the amount of \$923,577.00 for the fiscal year ending March 31, 2017, is hereby approved and adopted.

2. THIS Resolution shall be effective April 1, 2016.

Ms. Keely introduced and moved the adoption of the Resolution as read, and which motion was second by Ms. White and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Lorena Patricia Keely
Ms. Tina White
Mr. Walter Pawling
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5876

RESOLUTION APPROVING THE TERMS AND AUTHORIZING
THE EXECUTION OF A CONTRACT WITH SIMERAL CONSTRUCTION COMPANY FOR
PHASE I PATIO AND SIDEWALK REPLACEMENT AT OAKBROOK & GLENSIDE
HOMES.

BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT the terms of the contract with Simeral Construction Company for Phase I Patio and Sidewalk Replacement at Oakbrook & Glenside Homes, are hereby approved, the said Contract to be in substantially the following form:

CONTRACT ON FILE IN THE COMPTROLLER'S OFFICE.

2. THE said Contract in the amount of \$322,200.00 is the lowest acceptable bid pending review and approval by the Solicitor.

3. THIS Resolution shall be effective March 22, 2016.

Mr. Pawling introduced and moved the adoption of the Resolution as read, and which motion was second by Ms. White and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Lorena Patricia Keely
Ms. Tina White
Mr. Walter Pawling
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5877

RESOLUTION AUTHORIZING THE DISPOSITION
OF NON-EXPENDABLE EQUIPMENT.

BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT the following non-expendable equipment be removed from the inventory of the Reading Housing Authority in accordance with the Procurement and Disposition Policy:
2.

<u>OAKBROOK/SYLVANIA</u>	<u>DECAL</u>	<u>COST</u>	<u>PURCHASED</u>
Tractor – Deere Small	012407	\$ 8,450.00	10/1998
Tractor Mower Deck 60” Deere	012406	\$ 1,487.00	10/1998
3. THAT the equipment had a trade-in value of \$3,515.94, and
4. THAT the aggregate amounts of \$9,937.00 have been fully depreciated.
5. THAT the net book value of the assets are zero.

NOW, THEREFORE, BE IT RESOLVED AND IT HEREBY IS RESOLVED that the non-expendable equipment shall be removed from the Reading Housing Authority’s inventory.

THIS Resolution shall be effective March 22, 2016.

Mr. Pawling introduced and moved the adoption of the Resolution as read, and which motion was second by Ms. Keely and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Lorena Patricia Keely
Ms. Tina White
Mr. Walter Pawling
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5878

RESOLUTION AUTHORIZING THE DISPOSITION BY DONATION
OF NON-EXPENDABLE EQUIPMENT TO HABITAT FOR HUMANITY.

BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT the following Reading Housing Authority non-expendable equipment determined to be unusable building remnants was donated to Habitat for Humanity.
2. 1040 Liggett Avenue
16-file cabinets
16-desks
12-desk tops
10-desk bottoms
6-chairs
5-used vinyl windows

Hensler Community Building
1-kitchen exhaust hood (from 2008 renovation)

3. THAT the equipment was donated and had no useful value to the Authority.

NOW, THEREFORE, BE IT RESOLVED AND IT HEREBY IS RESOLVED that the non-expendable equipment shall be removed from the Reading Housing Authority's inventory.

THIS Resolution shall be effective March 22, 2016.

Mr. Pawling introduced and moved the adoption of the Resolution as read, and which motion was second by Ms. Keely and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Lorena Patricia Keely
Ms. Tina White
Mr. Walter Pawling
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

There being no further business to come before the Commissioners, a motion was made by Mr. Pawling and second by Ms. White to adjourn the meeting. The motion was carried unanimously.

The next regular meeting of the Reading Housing Authority is scheduled to be held at William W. Willis Center for Administration, 400 Hancock Boulevard on Tuesday, April 26, 2016.

Recording Secretary